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MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Planning for the Future Housing of CIA Units Not
in the Headquarters Building

1. This memorandum contains a recommendation submitted for Director of Central Intelligence approval. Such recommendation is contained in paragraph 8.

2. The Agency is faced with two future problems in the provision of adequate working space for elements presently located outside the Headquarters building:

a. Relocation of elements quartered in buildings that the General Services Administration (GSA) has scheduled for demolition.

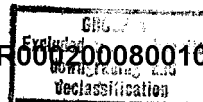
b. Centralization of our elements now located in the Metropolitan area which cannot be accommodated in Headquarters building.

This dispersal is causing excessive costs for administration and creating internal coordination problems.

3. We are working with the Public Buildings Service (PBS) on a survey that will compare our use of present space with GSA utilization standards and aid in developing solutions for our future space problems. This joint effort represents the Agency's part of the government-wide space survey to be conducted by the PBS. Preliminary Agency estimates indicate that we are achieving higher utilization than that prescribed by established GSA policies and guidelines for space assignment.

4. In current PBS planning, we must vacate after January 1965 those buildings listed in paragraph 1 of the enclosure. PBS projects for evacuation in the 1965-70 period the buildings contained in paragraph 2. GSA considers that contractor construction for long-term lease as replacement space for these buildings is impractical under present policies and laws. Since no new government buildings are being planned in which the Agency can be allocated space, leased space approaching \$6.00 per square foot per year will have to be obtained for the [redacted] square footage involved. This indicates an economy need for construction of a new building or buildings at the Langley site.

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5. Paragraph 3 of the enclosure lists other buildings occupied by elements that have a need to be located near the present Headquarters. If new construction to include housing all of these elements is accomplished at Langley, it is expected that PBS will release (or reassign) the [redacted] square footage resulting from relocation of Agency components from these buildings. Such action would provide space for other government elements in lieu of acquiring additional rental space. Approval, design and construction will probably require a minimum of five years. During this interim period, it might be possible to occupy present locations with minimum adjustments.

6. The enclosure shows a total minimum requirement for [redacted] square feet of net usable space to house all elements presently occupying the buildings listed thereon. New construction at Langley should include 100,000 square feet which will be needed for a garage, custodial space, etc. This requirement is based upon the assumption that the existing cafeteria and boiler plant can be expended. The garage space is also a potential fallout protected area. Thus this total net usable space requirement of [redacted] square feet is based on present strength and present utilization with no projection for additional future needs. Such facilities will provide increased efficiency through improved coordination between elements and elimination of travel requirements for many individuals.

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7. Appropriate sites for an additional building or buildings at Langley can be developed, but will have to be selected during the preliminary planning phase. There is a need for authorization to proceed with preliminary planning for new construction and for \$175,000.00 in planning funds. With these funds site selection, refinement of requirements and preliminary cost estimates could be developed.

8. It is recommended that approval be granted to proceed with development of preliminary plans and cost estimates for new construction at the Headquarters site, and that funds in the amount of \$175,000.00 for preliminary planning be authorized as soon as possible.

L. K. WHITE
Deputy Director
(Support)

Enclosure:

Space Occupied by Elements
Outside Headquarters
Building Subject to
Relocation

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The recommendation in paragraph 8 is approved.

Date

Director

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NOT-A
[REDACTED] PAPER
DATE ? 1962-3
~~where is other~~
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